



Lost / Missing Child and Not Collected Procedure

Version History	
Date	Comments
13/09/2016	Reviewed
17/10/2016	Rebrand
22/05/2018	Reviewed. Reference removed to CIW

I will safely supervise children when we go on outings or trips. I will always risk assess any trips and have risk assessments in place for daily routines e.g. school runs, toddler sessions etc. I will teach the children about safety when we are out and about.

But if a child goes missing, I will tell the police and search the area. Then, I will contact the parents and the CIW.

Procedure for if a child is not collected

If a child is not collected within half an hour of the expected time of collection, I will try calling the parents' contact numbers. Then I will try the emergency contact numbers.

During this time, I will continue to safely look after the child

I will continue to try the parents' contact numbers and emergency numbers, but if after 1 hour of the agreed collection time, no contact can be made with either the parents or the emergency contact I will then proceed to inform the local authority duty social worker.